

Minutes

Steering Committee Meeting

Tuesday, March 16, 2004

1:30- 2:45

33 Hazen Drive, 1st Floor Conference Room

Meeting called by:

Peter Croteau

Type of meeting:

Scheduled Monthly Meeting

Facilitator:

Dennis Roffman

Note taker:

Brian Smith

Attendees:

Brian Smith – OIT

Kelly Michael – DMV

Teresa Williams – Town of Wakefield

Betty Ramspott – Town of Sunapee

Priscilla Vaughan – DMV

Brian Lumbert – OIT

Dennis Roffman – OIT

Peter Croteau – OIT

Glenn Ott – BearingPoint

Mary Kurkjian – BearingPoint

Rachel Henderson – BearingPoint

Rebecca Landry – City of Keene

Joan Porter – Town of Manchester

Craig Dudley – S&CSI

Mark Blanchette – OIT

Kirsten Hale – DMV

Chuck Degrace - OIT

Agenda Topics

I. Registration/CTA Demo -	Dinesh
<ul style="list-style-type: none"> Registration and Title Beta Application Demo. New CTA and New Registration functions were demonstrated with log in by a Municipal Agent and a State Agent. 	
II. Project Schedule Changes	Dennis/Rachel
<ul style="list-style-type: none"> There will be a 7 day delay due to the 8/25/04 data migration. Will be considering a two week delay. 	
III. BearingPoint Activities	Glenn/Rachel
<ul style="list-style-type: none"> Construction and system testing is on schedule. 	
IV. Implementation Activities	Brian
<ul style="list-style-type: none"> The State will be upgrading and evaluating Municipal Agent agreements and looking to consolidate them into one. OIT needs requirements for MA software. The PC's in the field need to be upgraded and the browser installed. This will begin early April and end by June. This process is ongoing. Looking to assess the users ability to use Windows, and Browser environment. The next newsletter will include information about the new MAAP interface. The DMV Director would like Bar Coding to be implemented by June. The State will provide Municipal Agents with a list of functionality not included in MAAP. 	
V. User Acceptance Testing	Dennis
<ul style="list-style-type: none"> The UAT test plan is being reviewed and a final version is due on March 19, 2004. 	
VI. Training	Kelly
<ul style="list-style-type: none"> There are final preparations being made to determine training requirements. The type of training needed for Users is contingent upon the interface being used (Browser or XML). 	
VII. Vendor/City Training	Kelly
<ul style="list-style-type: none"> Training is being planned to provide Vendors with instructions on the current software. There will be a meeting planned with Vendors to discuss their issues. 	
VIII. State OIT Activities	Dennis

- OIT staff is working on design and development for the New Boat Registration.
- There will be a new OIT staff member as of 3/29/04. Her name is Victoria Smith.

IX. Formal Risk Assessment Process

Brian

- Assigned a task list to OIT.
- The schedule has been compressed and at an increased risk.
- The communication channels need to be refined.

X. Infrastructure Coordination Review

Dennis

- A BearingPoint consultant came in to validate the infrastructure to determine its feasibility.
- The review did not include Network LAN/WAN infrastructure.
- The system design has been validated and looks to be correct.
- Final documentation summaries outcome.

XI. Citizen Registration Renewal

Pete

- Still on schedule for June 1st implementation.
- There are 92 Towns on Board (tape has detailed information).
- The Logical Design is set for Sign Off.
- There are 6 Pilot Towns being considered.
- There is a Web Site for "COMPASS".
- The Citizen Registration Renewal program being done on a volunteer basis.

Next Meeting: 33 Hazen Drive April 20, 1:30